

**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be constructed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Chapter 3	Number 3	Effective Date 12/09/10	Review Date 2013
Subject UNIFORMS AND EQUIPMENT			☐ New Order ☒ Replaces G.O. 3-3, (05/20/10)
References CALEA 16.4.3, 41.3.5 and 41.3.6 VLEPSC OPR.01.05 and PER.03.04			
 Chief of Police or Designee		12/09/10 Date	

I. PURPOSE

The purpose of this directive is to provide basic guidelines regarding the wearing, maintenance, care of uniforms and issued equipment for the Department's personnel.

II. POLICY

- A. It is the policy of the Richmond Police Department to provide sworn officers and designated civilian personnel with the proper apparel and equipment required in the performance of law enforcement functions that demonstrates a sense of pride, professionalism and uniformity. Only items, which are issued or hereafter approved by the Department, will be worn in combination with the uniform.
- B. All SUPERVISORS are to be held accountable for the appearance of personnel, sworn and civilian, under their command. They are to ensure that officers are wearing the appropriate uniform for their assignment, that uniforms are neat, pressed and professional in appearance; and that civilian personnel are dressed in a neat and professional manner consistent with their position assignment.
- C. QUARTERMASTER – is responsible for issuing the proper uniforms and apparel to members based on their position assignment, recording and maintaining accurate records of same, and handling the replacement process for lost, stolen or worn items.
- D. DEPARTMENT MEMBERS – are responsible for wearing and maintaining their uniforms in a manner consistent with the personal appearance listed in this directive. Each member is to dress in a neat and clean manner, which illustrates police professionalism.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this general order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

IV. PROCEDURE

A. Uniform Distribution and Maintenance:

Each sworn employee shall receive a set amount of uniforms from the Quartermaster, who shall record and maintain an individual record of inventory for each officer. The type of uniforms an officer receives is determined by his/her current position.

1. Captains and above shall be issued white long and short sleeve shirts.
2. Lieutenants and below shall be issued the standard long and short sleeve Richmond blue shirts.

B. Types of Uniforms:

1. Formal Dress Uniform:

The formal dress uniform shall be assigned to any sworn employee with rank of Captain and above. The design and appearance of the formal uniform shall be at the discretion of the Chief of Police and each rank shall be designated as explained in section "J" of this order. The wearing of decorations and awards is mandatory with the formal dress uniform.

2. Class "A" Uniform:

- a) The Class "A" Uniform shall consist of Class "A" trousers, hat, hat shield, long sleeve shirt, necktie, Sam Browne belt with required equipment and plain toe polished black shoes. The wearing of decorations and awards is optional when wearing the Class "A" uniform. Class "A" pants will have a vertical black stripe on the outside of each leg. The bottom edge of the pant will slightly touch the top of the shoes. For daily wear, officers are not required to wear the Class "A" hat with the uniform. Nametags and the issued badge shall be worn with the long sleeve shirt.
- b) Lieutenants and above shall only wear the Class "A" uniform pants with long or short sleeve shirts, unless inappropriate for training or as approved by the Chief of Police or designee.

- c) The Class “A” uniform will be worn when testifying in Circuit Court, Federal Court or any court outside of the City of Richmond.
- d) All long sleeve shirts shall have seniority hash marks on the lower left sleeve. Each hash mark represents five years of service with the Richmond Police Department. Any employee with previous law enforcement experience with a certified police agency shall be certified for those years of service.

3. Class “B” Uniform:

A Class “B” Uniform consists of Class “B” trousers (for Sergeants and below), short sleeve or long sleeve shirt, hat, hat shield, Sam Browne belt with required equipment, and plain toed polished black shoes or boots. Nametags and the issued badge shall be worn with the short sleeve shirt. Class “B” trousers have a cargo pocket on each pant leg. The bottom edge of the trousers will slightly touch the top of the shoes.

4. General:

- a) All uniformed sworn officers will display a badge and nametag.
- b) For daily wear, the wearing of awards and decorations are optional.
- c) T-shirts shall be worn with the short sleeve shirt. The T-shirts may be white, black or dark blue. T-shirts must fit appropriately and be covered by the uniform and only visible at the neckline.
- d) Wearing of the hat is not mandatory. The wearing of baseball caps is prohibited. However, officers may wear Department-approved baseball caps while working Extra-Duty ***Employment, Private Contract*** assignments.
- e) For daily wear, Lieutenants and below may wear a turtleneck with a long sleeve shirt. The turtleneck shall be of the same color or darker than the Richmond blue uniform color. The turtleneck may be embroidered with “RPD” in block letters, silver for officers, gold for Sergeants and Lieutenants. Mock turtlenecks will also be allowed under these same provisions.
- f) For daily wear, officers may wear a short sleeve or long sleeve uniform based upon an officer’s own level of comfort. Consideration shall be given to the type of assignment, and to maintain the professional image of the Police Department. Due to changing weather patterns, a jacket or authorized sweater may be worn with the short sleeve shirt.

5. Additional Approved Uniforms:

The below listed additional equipment is to be worn when officers are working the stated assignments only. All specialized equipment will be returned to the Quartermaster when an officer is transferred out of the unit and shall be modified on the officer's individual record of inventory.

- a) Motorcycle Officer Strike Team (MOST): Officers assigned to the MOST will be issued an United States Department of Transportation-approved helmet, leather riding boots, leather jacket, leather gloves, daytime and nighttime eyewear, breeches, rain suit and Push to Talk (PTT) radio system.
- b) Bicycle Officers: Officers may utilize their clothing allowance to purchase Department-approved uniforms and gear.
- c) Mounted Unit: Officers assigned to the Mounted Unit will be issued a helmet, gloves, breeches, leather riding boots, spurs and leather jacket.
- d) Under special circumstances, with the approval of the Chief of Police, there may be exceptions for additional approved uniforms.

C. Required Equipment:

All sworn personnel, unless otherwise specially directed, are required while on-duty to have the following items in their possession:

- Issued badge and identification card;
- Approved service weapon in an approved holster;
- Leather or Nylon Equipment – The Sam Browne belt, with required equipment, is to be worn with the police uniform;
- Magazine pouch shall be worn opposite the service weapon and OC Spray Holder can be worn on either side. The magazine pouch shall be in an upright position for formal occasions. For daily wear, the magazine pouch may be worn sideways but NEVER UPSIDE DOWN;
- Issued ammunition;
- Issued handcuffs;
- Locker room, call box and handcuff keys;
- Flashlight;
- OC Spray;

- Surgical gloves (Gloves should be properly disposed of after being used.);
- Pen; and,
- ASP Baton (Uniformed Sergeants and Patrol Officers).

D. Other Required Equipment:

1. Footwear:

- a) Shoes – Plain black toe polished shoes or boots. During inclement weather, a supervisor may determine appropriate footwear to reduce injury.
- b) Riding Boots – The operators of two wheel motorcycles assigned to the MOST and personnel assigned to the Mounted Unit shall wear issued boots.
- c) All footwear is to be kept clean, in good repair and shined.

2. Socks – Socks for uniformed personnel shall be either solid black or dark blue. The dark blue socks shall not be a lighter color blue than that of the trousers.

3. Coats and Sweaters:

- a) Issued winter jackets will be worn with both the Class “A” and Class “B” Uniforms.
- b) Motorcycle, Mounted and K-9 officers may wear the issued leather jacket year round.
- c) The navy blue Class “A” sweater is approved and may be purchased with the officer’s uniform allowance. The sweater may be worn with both the Class “A” and “B” Uniforms. The sweater may be worn without a tie with a short sleeve shirt.

4. Helmets – Officers shall wear the issued helmet with chinstrap secured at all times while riding a horse, bicycle or operating a motorcycle.

5. The dark blue fur trooper style caps and the Department-issued, embroidered “Richmond Police” knit beanie cap may be worn. All other skullcaps, watch caps, etc. are prohibited.

6. Nameplate – A nameplate will be worn directly below the double row of stitching on the flap of the right breast pocket of the uniform shirt centered above the button.

7. Career Development Level Indication – Officers enrolled in the Career Development Program reaching the level of Master Police Officer will be provided an insignia indicating this level.
8. Badge – The badge shall be worn on the left side of the shirt. A metal or cloth badge must always be affixed to the outer most garments.
9. Precinct Number – A uniformed officer shall wear the Precinct number they are assigned to (1, 2, 3 or 4) directly below the double row of stitching on the flap of the left breast pocket of the uniform shirt centered above the button.
10. FTO or approved Unit designation will be worn below the nametag on the flap of the right breast pocket of the uniform shirt centered above the button.
11. Other Emblems – Any item not issued by the Department must be approved by the Chief of Police through channels before it is worn on the uniform.
12. Whistle:
 - a) All Sergeants and below in uniform, while on-duty, shall have their whistle available.
 - b) The whistle will no longer to be worn on the shirt or the jacket.
13. Gloves – Gloves worn with the uniform must be dark blue or black. White or orange gloves may be worn for directing traffic. The wearing of mittens is prohibited. Only Bicycle and Motorcycle officers are allowed to wear gloves with the fingers cut out for officer safety while operating the specialized vehicle.
14. The visibility vest shall be worn by officers operating a 250 cc or less motorcycle.

E. Procedures for Civilian Uniformed Personnel:

1. The same policies and procedures for officers will govern civilian personnel who wear a uniform, except they will not carry any weapons or handcuffs.
2. All designated uniformed civilian personnel will wear Department-issued uniforms as defined by their respective Operating Manual. For additional information, see General Order 4-4, Grooming and Personal Appearance.
3. DEC's civilian personnel shall wear the appropriate Department-issued polo shirt and approved pants.

F. Maintenance of Uniforms:

1. All uniformed personnel shall wear uniforms that are clean and neatly pressed.
 2. All metal and leather items will be kept clean and polished.
 3. Uniforms that show excessive wear shall be replaced utilizing the officer's clothing allowance.
 4. It is the personal responsibility of each officer to clean, maintain and protect all issued items.
 5. Replacement of Uniforms and Equipment:
 - a) Whenever any part of an officer's equipment is lost, damaged or stolen a Uniform and Equipment Replacement Request Form (PD-21) shall be compiled in triplicate and forwarded through channels to the Financial Management Division. Equipment that is lost or damaged, through no fault of the employee, will be replaced at no cost. If the officer's OIC determines negligence on the part of the employee, the employee will be required to replace the lost, damaged or stolen item(s).
 - b) Other requests for uniforms and equipment will be checked against the computer database, which shows the officer's current uniform inventory and purchase request history. Each uniformed officer will begin with a set amount of funds to be utilized for these purchases.
 - c) The officer will be issued a voucher to present to the contract vendor.
 - d) This voucher must be presented to the contract vendor, within ten (10) business days from the date of issue, to obtain the needed uniform items. Should the voucher expire, the officer shall contact the Quartermaster to approve the voucher for use.
1. Available Items:
 - a) Shirts (Short and Long Sleeves);
 - b) Pants (Pocket Pants/Stripe Pants);
 - c) Pants belt;
 - d) Winter trooper style fur cap;
 - e) Uniform shoes/boots (Approved lists maintained by contract vendor and Police clothing room personnel); and,

- f) Other items may be purchased with approval from the Quartermaster.
- 2. Officers are not authorized to use their budgeted allowance to purchase uniforms or other items with the intent to give or sell to any other individual.
- 3. In the event that an employee depletes his/her uniform budget allowance and needs additional uniforms, the employee shall draft a letter to the Deputy Director of the Financial Management Division, through the officer's chain of command, detailing why the item(s) is needed and why there are no funds available in the employee's account.
- 4. Other items such as winter coats and leather goods will be supplied by the Quartermaster and will not be deducted from the employee's account.
- e) Employees will return all issued uniforms and equipment, including items purchased through the officer's clothing allowance, to the Quartermaster when they resign, retire or for any reason leave employment with the Department. The replacement cost for any shortages or damaged items shall be levied against the employee before final settlement is made.
- f) Employees will also return all items that they can no longer use (wrong size, etc.) to the Quartermaster.

G. Military Activation:

Any officer who is placed on an active duty assignment for 30 days or more will turn in his/her assigned duty weapon and police radio to the Property & Evidence Unit for safekeeping. The affected employee will also turn in his/her take-home vehicle and the vehicle's keys to the officer's immediate supervisor, if applicable. The officer's immediate supervisor shall complete a PD-79, Change in Duty Status and/or Status of Police Powers, and then notify the Fleet Manager on the status/re-assignment of the vehicle. The Chief of Police will consider exceptions on a case-by-case basis.

H. Body Armor:

- 1. Officers shall wear body armor while engaged in Field activities, both on-duty and during off-duty employment, unless exempted. **THIS IS CONSIDERED A MANDATORY WEAR POLICY WITH LIMITED EXCEPTIONS.** The exceptions are:
 - a) When a physician determines that an officer has a medical condition that would preclude use of body armor;

- b) When an officer is involved in an undercover or plainclothes assignment, the officer's supervisor shall determine if the use of body armor would comprise the operation;
 - c) When the officer is assigned to perform an administrative function, apart from field activities;
 - d) When the Department determines that circumstances make it inappropriate to mandate the wearing of body armor. For example, this may include high temperatures, as determined by the Chief of Police or designee where the wearing of body armor may cause heat-related ailments. Otherwise, officers shall adhere to the provisions of this directive; and,
 - e) Sworn personnel at the rank of Lieutenant and above.
- 2. All exempt sworn personnel shall have their armor available while on-duty.
 - 3. Regardless of the above stated exceptions, body armor shall be worn in the following situations:
 - High-risk entries;
 - Special response team operations;
 - Pre-planned arrests of felony suspects;
 - Serving any non-administrative search warrant;
 - Any pre-planned police activity which by its nature would indicate an element of danger; and,
 - When mandated by a supervisor due to special circumstances.
 - 4. All body armor issued by the Department will comply with the current minimum protective standards prescribed by the National Institute of Justice.
 - 5. The Department shall issue body armor to all sworn personnel, and shall replace body armor that is worn or damaged. However, the officer must pay for any body armor that has to be replaced due to misuse or abuse by an officer, after investigation of the circumstances.
 - 6. An outer tactical carrier for body armor is approved for purchase using the officer's clothing allowance; however, it shall not be worn on the outside of the uniform, ***unless the officer is assigned to a team/unit authorized to wear the tactical body armor carrier. The tactical carrier shall only be worn outside the BDU uniform. SWAT/SRT and K-9 are authorized to wear the tactical body carrier outside of the BDU uniform.***

7. Officers shall only wear the Department-approved outer tactical carrier for body armor.
8. Care and Maintenance of Body Armor:

Any officer assigned body armor is responsible for the proper care, maintenance and storage of that body armor in accordance with the manufacturer's instructions, which also includes daily inspection for signs of damage and general cleanliness.
9. The Police Training Academy shall be responsible for maintaining the following:
 - a) Technological advances in the body armor industry that necessitate a change in the Department's policies and procedures regarding the use of body armor; and,
 - b) A description of weapons and ammunition currently in use and a determination of whether or not the issued body armor can withstand their impact.

I. Management of Department Keys:

1. The Precinct Commanders or the Officers-In-Charge of the Divisions shall issue to members under their command certain specific Department keys when that individual member's duties and responsibilities require the usage of such keys. (Keys or combinations to lockers will be maintained by the affected Officers-In-Charge or designees.)
2. Employees shall have in their possession ONLY those Department keys issued to them that are necessary to properly fulfill the duties and responsibilities of their assignments.
3. Initially, each recruit will be issued a Department Locker Room Key, which is not listed on the Master Control Card. Subsequently, each recruit shall be issued the basic set (one Traffic Control Box Key and one Handcuff Key) of Department keys along with other required equipment and will be recorded on the Master Control Card.
4. It shall be recorded in each recruit's permanent record that they were issued the basic set of Department keys. The employee will remain responsible for these keys throughout his/her career. All other keys issued to an employee, due to a particular assignment, must be returned to his/her OIC prior to a transfer to another assignment.
5. It shall be a violation for any member to have in their possession any unauthorized Department key(s), or make or have made duplicates of Department keys without the proper authorization from the member's Precinct Commander or Officer-In-Charge of the Division.
6. When an employee separates from city service for any reason (i.e. retirement, resignation, termination, etc.), the employee must return all

Department-issued uniforms and equipment to the Quartermaster. The employee's pager and cellular phone shall be directly turned in to the employee's OIC.

7. If applicable, the Financial Management Division shall require the exiting employee to establish an individualized repayment schedule for any lost equipment or property and/or other funds owed to the City of Richmond.

J. Designation of Rank:

The Department designates rank through the use of sleeve ornamentation and insignia of grade, which are worn on the shirt collar. Sergeants and above will wear a gold badge and shield indicating the rank, a gold strap on the hat, and gold buttons on the uniform jacket. Other rank designations are as follows:

1. Chief of Police:
 - Gold eagles worn on each shoulder of the dress coat and shirt collar.
 - Five rows of ½ inch gold braid on each sleeve of the dress coat.
 - Hat visor to contain gold rank embroidery.
2. Assistant Chief of Police:
 - Silver oak leaf worn on each shoulder of the dress coat and shirt collar.
 - Four rows of ½ inch gold braid on each sleeve of the dress coat.
 - Hat visor to contain gold rank embroidery.
3. Majors:
 - Gold oak leaf worn on each shoulder of the dress coat and shirt collar.
 - Three rows of ½ inch gold braid on each sleeve of the dress coat.
 - Hat visor to contain gold rank embroidery.
4. Captains:
 - Two gold bars worn on each shoulder of the dress coat and shirt collar.
 - Two rows of ½ inch gold braid on each sleeve of the dress coat.
- 4a. Captains with Commanders Designation:
 - Captain's bar with wreath worn on the shirt collar.
5. Lieutenants:
 - One gold bar on each shirt collar.
6. Sergeants/Acting Sergeants:

- Three chevrons on each sleeve, points of which shall be “almost” touching the bottom center of the shoulder patch. Acting Sergeants should wear collar chevrons.

V. FORMS

- A. PD-21, Uniform and Equipment Replacement Request
- B. PD-79, Change in Duty Status and/or Status of Police Powers